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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 18 December 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 12 December - 18 December 1956

1. Significant Items:

25 YEAR RE-REVIEW

Nothing to report.

2. Other Activities:

a. The staff of Introduction to Intelligence met on 12 and 13 December to review the content of the various seminars. After considerable discussion it was decided that the following changes would be made for IO #5:

(1) There will be three two hour seminars on the American Thesis instead of the previous two three hour seminars. In addition, we shall experiment with having each student present a five minute discussion on a topic selected at random from a prepared list. This discussion will be followed by a 10 or 15 minute question period with the rest of the seminar members asking the questions.

(2) The seminar, Intelligence Cycle, will be reworked and used for a final review problem. The present review problem will be slightly reworked and presented earlier in the course as a way of demonstrating the generation and collection of requirements and the handling of information from its point of acquisition to its place in finished intelligence.

b. The report of classroom utilization and request for additional space for the period January and February was submitted to the Acting Chief, Intelligence School on 14 December.

c. On 14 December Mr. [ ] of the A&E Staff discussed an A&E proposal for a detailed item analysis of the Introduction to Intelligence Test.

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d. Messrs. [ ] have visited several of the DDI components for the purpose of introducing Mr. [ ] to the people with whom we have been dealing on the matter of the Intelligence Products Exhibit. Several of the exhibits will have to be reviewed because of changes in the organization of certain offices.

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e. The draft schedule for Intelligence Orientation #5 beginning on 7 January 1957 has been completed. All guest speakers have been invited and confirmation has been received from all but four persons.

f. The draft schedule of seminar assignments for Intelligence Orientation #5 has been prepared and needs only confirmation of our request for additional space before being put into final form.

25X1 g. On Monday, 17 December, the staff of Introduction to Intelligence met for two hours to listen to an informal briefing by Mr. [REDACTED], Briefing Officer, FI, on the functions of FI/Requirements as they relate to the handling of collection requirements levied upon the Clandestine Services and the dissemination of CS Reports. We appreciated Mr. [REDACTED] kind and informative assistance.

25X1 h. On Tuesday, 18 December, Mr. [REDACTED] 25X1 and a representative from the Office of Security, Mr. [REDACTED] 25X1 to test the emergency exits from the R&S Auditorium. Four of the five exits were in working condition. The door nearest the stage on the north side of the Auditorium was completely jammed. It was finally opened after considerable battering. Mr. [REDACTED] indicated that he would 25X1 prepare an official request that this door be placed in working condition immediately.

3. Personnel Notes:

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a. [REDACTED] was on sick leave Tuesday, 18 December.

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b. Mrs. [REDACTED] was on sick leave Tuesday, 18 December

[REDACTED] 25X1

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